

**INTERAGENCY COORDINATING COUNCIL COMMITTEE
MEETING MINUTES**

COMMITTEE: Family Resources and Supports Committee
DATE: February 24, 2005

COMMITTEE MEMBERS

CHAIRPERSONS: Theresa Rossini (absent) and Debbie Sarmento

MEMBERS PRESENT: Doug Cleveland, Terry Colborn, Juno Duenas, Julie Kingsley, Sherry Torok, Cheryl Treadwell

MEMBERS ABSENT: Jan Kearns, Nina LaVine, Al Millan, Theresa Rossini, Kay Ryan

DDS LIAISONS: Sharon Rea Zone and Cheri Schoenborn

CDE LIAISON: Mike Zito (for Mary Smithberger)

GUESTS: Jim Belotti, Rick Ingraham, Julie McIntosh, Debra Merchant,

STAFF/RECORDER: Kari Stewart, WestEd/CPEI

**SUMMARY OF IMPORTANT POINTS, ACTIONS CONSIDERED AND
RECOMMENDATIONS**

I. INTRODUCTIONS AND OPENING COMMENTS: The meeting was called to order by Debbie Sarmento and introductions were made by members present. Everyone was welcomed.

II. AGENDA REVIEW: The committee developed the following agenda:

- A. Review sub-committee membership and status
- B. Identify cross committee work

III. REVIEW AND APPROVAL OF MINUTES: Committee revised Item IV with the addition of a third bullet: Family Support Guidelines. Revised minutes were approved.

IV. DISCUSSION ITEMS AND COMMITTEE ACTIVITIES:

A. Review sub-committee membership and status

1. Family Interview Questions

Sub-committee Members:

Theresa Rossini, Doug Cleveland, Al Millan. *Staff:* Sharon Rea Zone.

Status:

The sub-committee is consulting Indicators of Family-Centered Practice, Early Childhood Outcomes (ECO), the draft Philosophical Statement on Family-Centered Services that was developed by the Family Support Guidelines sub-group, and other relevant materials to inform their recommendations for revisions to the family interview questions related to the topic of Transition. The full committee agreed that revisions should be forwarded to the QSDS Committee for review and input before forwarding them to the ICC. In addition, the full committee recommended that the resulting family interview questions be reviewed again after the Family Support Guidelines have been updated to ensure alignment.

Actions:

- The sub-committee will develop draft revisions and share via e-mail and hold conference call discussions, if needed, before the May meeting so that they may be considered by the full FRSC at that meeting. The sub-committee intends to include recommendations about who to interview (e.g., Parents that have gone through the transition process recently).

2. Strategies for Collaboration

Sub-committee members:

Sherri Torok, Laurie Jordan, Debbie Sarmiento. *Guests:* Dawn Paxson.

Staff: Cheri Schoenborn.

Status:

The sub-committee drafted a matrix to summarize family support services in California (attached) and requested that the full committee review it. The committee clarified that the primary purpose of such a matrix is to facilitate connections between Early Start Family Resource Centers and other entities in their communities that provide family resource and support services to families with young children. In addition, the information in the matrix will be used to inform the subcommittee's white paper on collaboration. The committee suggested adding fields to collect information about (1) related mandates, (2) type of data collected, (3) expected outcomes/purpose of services, (4) training and technical assistance provided, and the (5) web site address. The committee also suggested contacting the California Family Resources Association to determine if they have a similar resource already in existence.

Actions:

- Cheri Schoenborn will incorporate the committee's revisions into the matrix.
- Cheri will draft a cover letter for Debbie to send to ICC departmental representatives to solicit their input on the matrix concerning other entities that are doing business as family resource centers.
- Debbie Sarmiento will e-mail the draft white paper on collaboration to the sub-committee.
- Sub-committee will review and return input on the white paper to Debbie prior to May meeting. Debbie will prepare draft 2 for May meeting.

3. Family Support Guidelines

Sub-committee members:

Juno Duenas, Julie Kingsley, Mary Smithberger, Kay Ryan.

Staff: Kari Stewart.

Status:

The sub-committee felt there was a need for significant revision of the 1994 Family Support Guidelines document. This will take some time and would not be efficient to include this as part of the FRSC activities since the ICC only meets four times a year. As such, the committee will recommend to the ICC at their May meeting that DDS establish an ad-hoc workgroup to review and revise the Family Support Guidelines, obtain feedback from a broad array of stakeholders, and develop a dissemination plan. All FRSC members present and Debra Merchant from First 5 volunteered to serve on the ad-hoc workgroup. If approved by the ICC at the May meeting, it is anticipated that DDS would establish the ad-hoc workgroup with assistance from WestEd under their contract with the Department, and the ad-hoc workgroup could meet over the summer to complete the revisions. A Core Writer's Group was identified as Juno, Sherrie, Julie, Terry, and Mary.

Actions:

- The committee will develop an ICC Action Item to share with the Executive Committee and to be included in the May ICC meeting packet as an agenda item. The ICC Action Item will recommend that DDS establish an ad-hoc workgroup to review and revise the Family Support Guidelines, obtain feedback from a broad array of stakeholders, and develop a dissemination plan.
- Juno Duenas, with FRSC staff support, will coordinate interim work of the Core Writer's Group. This group will collect materials to inform the revision process, including materials from the Resource Center for Family Focused Practice at UC Davis and IFSP data from the Parent Satisfaction Survey. The group will also outline a framework for the Guidelines for review by the ad-hoc workgroup.

APPROVED 5-19-2005

- Staff will forward the sub-committee's draft Philosophical Statement on Family-Centered Services to the sub-committee addressing Family Interview Questions and to the Core Writer's Group to ensure alignment.

B. Cross Committee Issues

The committee reviewed the Executive Committee and other standing committees' workplans. Staff indicated that workplans will be updated for the May meeting. The committee clarified ways of sharing information among committees including (1) committee → committee chairs → executive committee, (2) during committee reports on priorities, and (3) sub-committee staff → sub-committee staff → committee chairs.

Actions:

- The committee will review the updated workplans at the May meeting and identify cross-committee issues at that time.

V. OTHER:

A. ICC Annual Report

The committee will review meeting summaries to ensure that all activities are reflected in the report.

B. FRC Brochure

Cheri agreed that the FRC Brochure should be updated and said it will be a task under their WestEd contract period starting in July 2005. DDS and WestEd staff assigned to this task will seek input from the FRCNCA.

VI. NEXT STEPS:

- Sub-groups will follow up on action items.
- FRSC staff will create an e-mail address list of committee members for each of the sub-committees and e-mail them to the sub-committee members.

VII. ADJOURNMENT:

The committee adjourned at 4:40p.m.